

SECTION 01039 — COORDINATION AND MEETINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Coordination and project conditions
- B. Field engineering
- C. Preconstruction meeting
- D. Coordination meetings
- E. Pre-demolition and preinstallation meetings

1.02 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate and schedule the work of all tiered subcontractors, and provide all information required by them for proper scheduling and execution of the work. In the same manner, the Contractor shall coordinate its work with that of the Government and any other Contractor(s) operating in the area as coordinated by the COR, including reasonable adjustments of schedule in order to allow other Contractor(s) or the Government to do their work.
- B. Verify that utility requirements and characteristics of operating equipment are compatible with building utilities supplied and installed by others. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Routing and Coordination of Installations:
 - C.1 Schedule and coordinate the work of all tiered subcontractors having installation responsibilities both with respect to the sequence of work and the allocation of space for routing among the trades. The Contractor's accepted construction progress schedule shall clearly indicate the planned sequence of work in such areas and any proposed departure from it affecting or potentially affecting coordination of the overall installation shall be brought promptly, in writing, to the attention of the COR.
 - C.2. Coordinate scheduled work with other Contractors on jobsite.

1.03 FIELD ENGINEERING

- A. Employ a land surveyor registered in the State of California and acceptable to the CO. Submit for CO review and approval, surveyor's qualifications (i.e., license and

- past experience). The surveyor shall provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.
- B. The Government will locate and protect survey control datum and reference points. Control datum for survey is that established by Government-provided survey and as shown on the drawings.
 - C. Verify set-backs and easements; confirm drawing dimensions and elevations.
 - D. Submit a copy of the final site drawing signed and certified by the land surveyor that the elevations and locations of the work are in conformance with the contract documents.

1.04 COORDINATION MEETINGS

- A. Weekly coordination meetings will be arranged and conducted by the Contracting Officer's Representative (COR). The purpose of these meetings will be to discuss progress of the work, jobsite safety, coordination issues between prime Contractors and other pertinent project concerns. The Contractor shall be represented by its project manager and site superintendent (and lower-tiered subcontractors as required by the COR). Other attendees may include the Contracting Officer (CO), site inspectors, and other Government personnel who may be affected by the work.
- B. The COR will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Agenda:
 - C.1 Project safety
 - C.2 Review minutes of previous meetings
 - C.3 Review of work progress
 - C.4 Field observations, problems, and decisions
 - C.5 Identification of problems which impede planned progress
 - C.6 Review of submittal schedule and status of submittals
 - C.7 Review of off-site fabrication and delivery schedules
 - C.8 Maintenance of progress schedule
 - C.9 Corrective measures to regain projected schedules

- C.10 Planned progress during succeeding work period
- C.11 Coordination of projected progress
- C.12 Maintenance of quality and work standards
- C.13 Effect of proposed changes on progress schedule and coordination
- C.14 Other business relating to work
- C.15 Status of change orders
- D. The COR will record and prepare minutes of the meetings and will distribute copies as soon as practical after meeting to participants, with one copy each to the participants and those affected by decisions made.

1.05 PRE-DEMOLITION AND PREINSTALLATION MEETINGS

- A. When required in individual specification sections or as determined by the CO, the COR will convene pre-demolition and preinstallation meeting at the site prior to commencing work of specified section.
- B. The Contractor shall require the attendance of parties directly affecting, or affected by, work of the specific section.
- C. The COR will prepare agenda and preside at meetings to:
 - C.1 Review conditions of proposed installation, preparation, and installation procedures.
 - C.2 Review coordination with related work of other Contractors on site.
- D. The COR will record minutes and distribute copies as soon as practical after meeting to participants, with one copy each to those affected by decisions made.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION

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